

DESCRIPTION OF SERVICES

To record, maintain, and report financial information that is provided efficiently, timely, accurately, and is useful to citizens, management, and departments in order to enhance decision-making.

OBJECTIVES

1. Provide financial information that customers want in the clearest manner possible.
2. Provide timely and quality information in a cost-effective manner that meets customer needs.
3. Develop/distribute all financial reports required by law, by granting agencies and for management purposes by user departments.
4. Manage disbursements in a way that treats funds with fiduciary care, while promptly and accurately disburses money to vendors.

BUDGET SUMMARY

| | FY 02 Budget | FY 03 Adopted | FY 04 Adopted |
|--------------------------|-------------------|------------------|-------------------|
| Personnel | \$ 399,614 | \$ 341,487 | \$ 356,403 |
| Operating | 26,933 | 22,900 | 24,350 |
| Capital | 2,000 | | 12,000 |
| Received from JCSA, etc. | (260,952) | (266,361) | (270,561) |
| Total | \$ <u>167,595</u> | \$ <u>98,026</u> | \$ <u>122,192</u> |

PERSONNEL

| | | | |
|---------------------|---|---|---|
| Full-time Personnel | 8 | 8 | 8 |
|---------------------|---|---|---|

WORKLOAD INDICATORS

| | FY 02 Adopted | FY 03 Adopted | FY 04 Adopted |
|-----------------------|------------------|------------------|------------------|
| Invoices Processed | 20,000 | 27,000 | 27,000 |
| Payroll Checks Issued | 25,000 | 25,500 | 26,000 |

BUDGET COMMENTS

The budget for the Accounting division decreases in FY 2003 with the reassignment of personnel from Accounting to Financial and Management Services. The Service Authority, Regional Jail, and Regional Juvenile Detention facility pay a combined total of approximately 61 percent toward the cost of this division because the County serves as fiscal agent.